



User Guide

Chapter 4

Calendar

Table of Contents

Calendar..... 4

 I. Adding and Removing Events..... 4

 1) Editing an Event 9

 2) Deleting an Event 9

 II. Publishing Events 10

 1) Publishing events to another calendar..... 10

 2) Merging Calendars..... 14

 3) Viewing events from other calendars 16

 III. Filtering Events..... 17

 2) Security and Activity..... 18

 1) Changing Permissions 18

 2) Approval 20

 3) Activity 22

 3) Enrolling in Events 23

Index of Figures and Tables

Figure 1: Login Page.....	4
Figure 2: Calendar.....	5
Figure 3: Adding an Event	6
Figure 4: Calendar - Creating the Event	7
Figure 5: Editing an Event.....	9
Figure 6: Deleting an Event	10
Figure 7: Creating a Published Event	11
Figure 8: Publishing an Event to Another Calendar	12
Figure 9: Selecting the Calendars to Publish To	13
Figure 10: Editing the Calendar	14
Figure 11: Merging Calendars	15
Figure 12: Approving Submitted Events	15
Figure 13: Selecting Calendars to View Events.....	16
Figure 14: Filtering Events.....	17
Figure 15: Security Permissions	18
Figure 16: Adding Users to Grant Permissions To	19
Figure 17: The User Picker.....	19
Figure 18: Actual Permissions	21
Figure 19: Approvals.....	21
Figure 20: Approving Submitted Events	22
Figure 21: Activity.....	22
Figure 22: Subscribing to Activity Updates.....	23
Figure 23: Enrolling in an Event	24
Figure 24: Unenrolling from an Event.....	24

Calendar

Using the Classroom Calendars, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish notifications about other important events such as field trips, holidays and other school events. Events can also be sent to other calendars so others are always aware of your important dates.

In order to access your Calendar, you must first log into your site using your Username and Password.

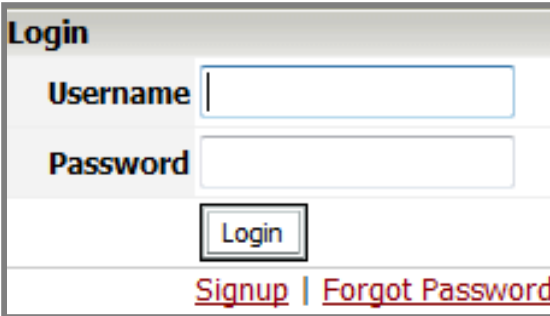


Figure 1: Login Page

- 1) If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which will automatically be submitted to an administrator for approval.
- 2) If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

I. Adding and Removing Events

To access the calendar assigned to your teacher page click on the **Calendar** link from the left navigation bar of your teacher page. This will lead you to a blank calendar page.

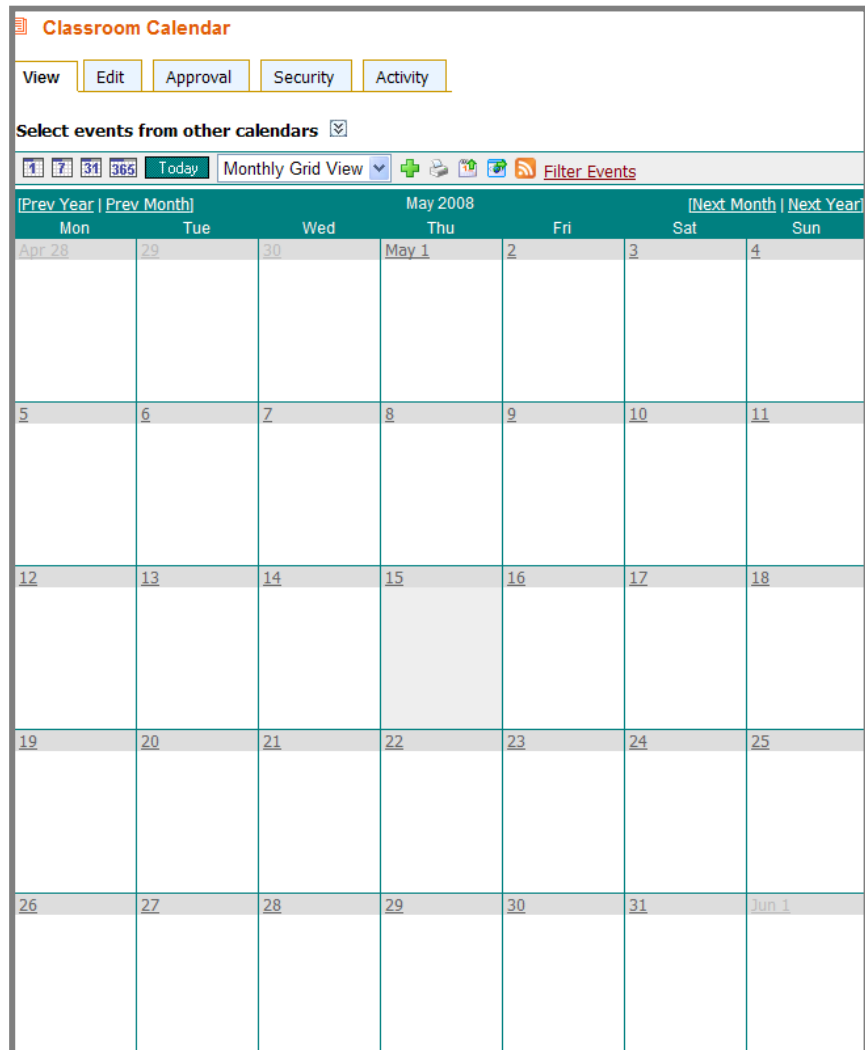


Figure 2: Calendar

To add an event to the calendar:

- 1) Click on 

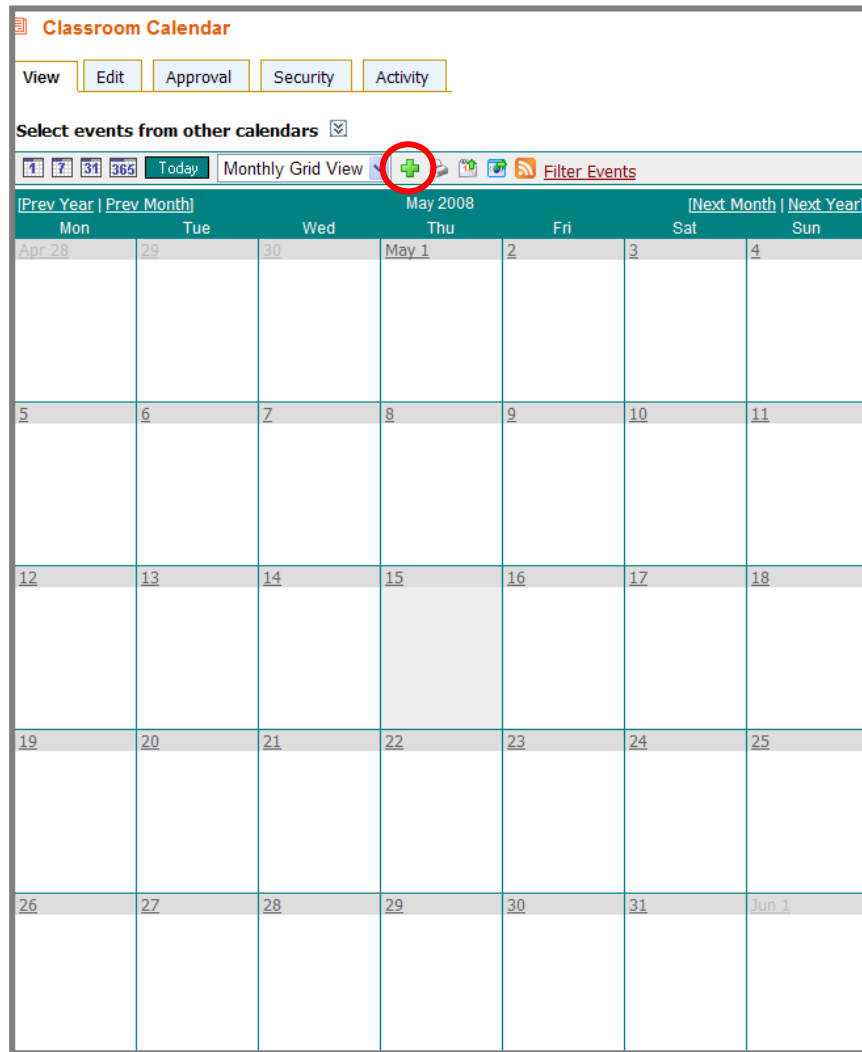


Figure 3: Adding an Event

On the ensuing page, add information about the event in the relevant fields and click **Create Event**

Classroom Calendar

New Event

Subject Field Trip

Location 84 Acadia Dr.

Start Date 05/22/2008 10:26 AM

End Date 05/22/2008 11:26 AM

Category Trip

☒ Click Icon To Repeat

Repeat Pattern Weekly

Every ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat ☐ Sun

☐ Ending 05/15/2008

☒ End After 1 more occurrences

☐ No End.

Color [Blue]

Icon [Select Icon...](#) [Remove icon](#)

Participants Pick the participants for this event. To include non-members, enter their email addresses, separated by commas.

Members:

Non-members:

Description

Published Calendars [Select calendars](#)

Create Event **Cancel**

Figure 4: Calendar - Creating the Event

- a) **Subject:** The name of your event
- b) **Location:** Where the event is taking place
- c) **Start Date:** The date and time on which the event is starting. Use the Date Picker button to select the day from a calendar or enter the date manually
- d) **End Date:** The date and time on which the event ends. Use the Date Picker button to select the day from a calendar or enter the date manually
 - i) **Repeating Events:** Check the **Click Icon to Repeat** box to have an event occur more than once at regular intervals. Check the days of the week the event should occur on. The **Repeat Pattern** drop-down enables you to decide the frequency with which the event occurs. Lastly, select how many times the event should repeat, or **No End** if the event should be repeated indefinitely
- e) **Category:** Choose from a list of preset categories (not a mandatory selection). Choosing a category for your event allows it to be filtered by that category. It also selects a color and icon for your event, which you can change
- f) **Color:** The color of the text displayed on your calendar for your event. You can choose **More Colors** at the bottom of the color selection pop-up to select from a larger range of colors, or even input one by its RGB value
- g) **Icon:** The image displayed beside your event name on your calendar. This is not a mandatory element
- h) **Participants:** The individuals that are selected to be part of the event. By signing up for an event, the participants are notified by e-mail of the event, and the event is published on that individual's calendar within their workspace (Workspaces are part of the Advanced SharpSchool package)
 - i. **Members:** With the User Picker, choose members from your organization's database
 - ii. **Non-Members:** Enroll external individuals by filling in their email address, using a comma to separate them

- i) **Description:** Fill out the details of the event using the WYSIWYG (What You See Is What You Get) editor
- j) **Published Calendars:** Publish created events onto other calendars so that others can see your event. Refer to Section II: Publishing Events for more details on how to publish events.

1) *Editing an Event*

- 1) To edit an event within your calendar, first click on the event you wish to edit
- 2) Click on the **Edit** tab

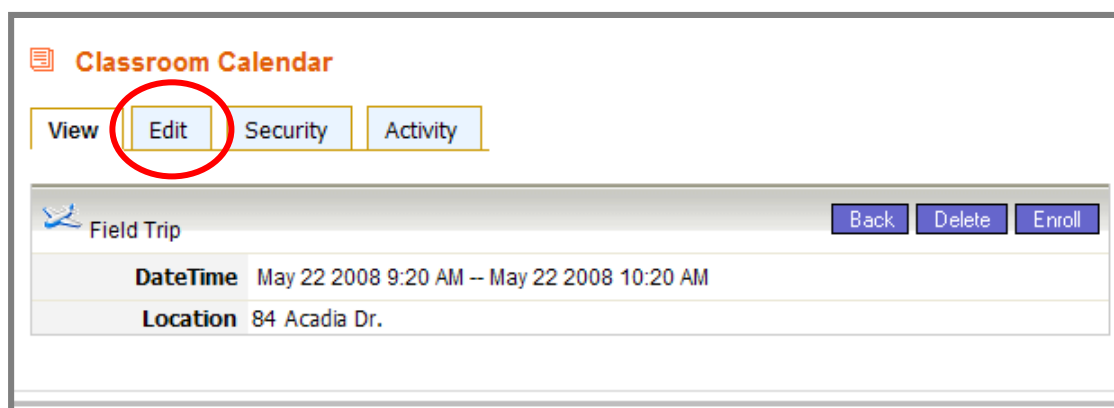


Figure 5: Editing an Event

- 3) When you have finished making your changes, click on **Update Event**

2) *Deleting an Event*

- 1) To delete an event within your calendar, first click on the event you wish to remove

- 2) Click on the **Delete** button

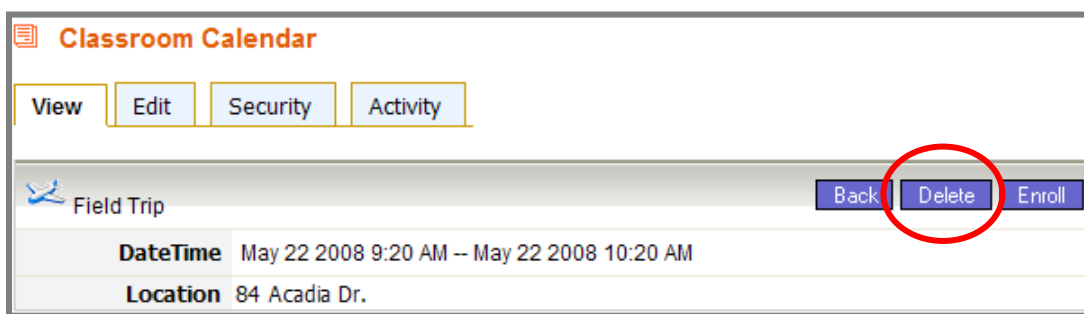


Figure 6: Deleting an Event

- 3) You will be prompted whether or not you'd like to delete this event. Clicking **OK** will permanently remove this event from your calendar as well as any other calendars in which it has been published



Note: Regarding repeating events, when you click on the **Delete** button you will be prompted to select whether you'd like to delete the event just for that day or for every instance of that event.

II. Publishing Events

1) *Publishing events to another calendar*

To publish a new event onto another calendar:

- 1) Click on  to create an event

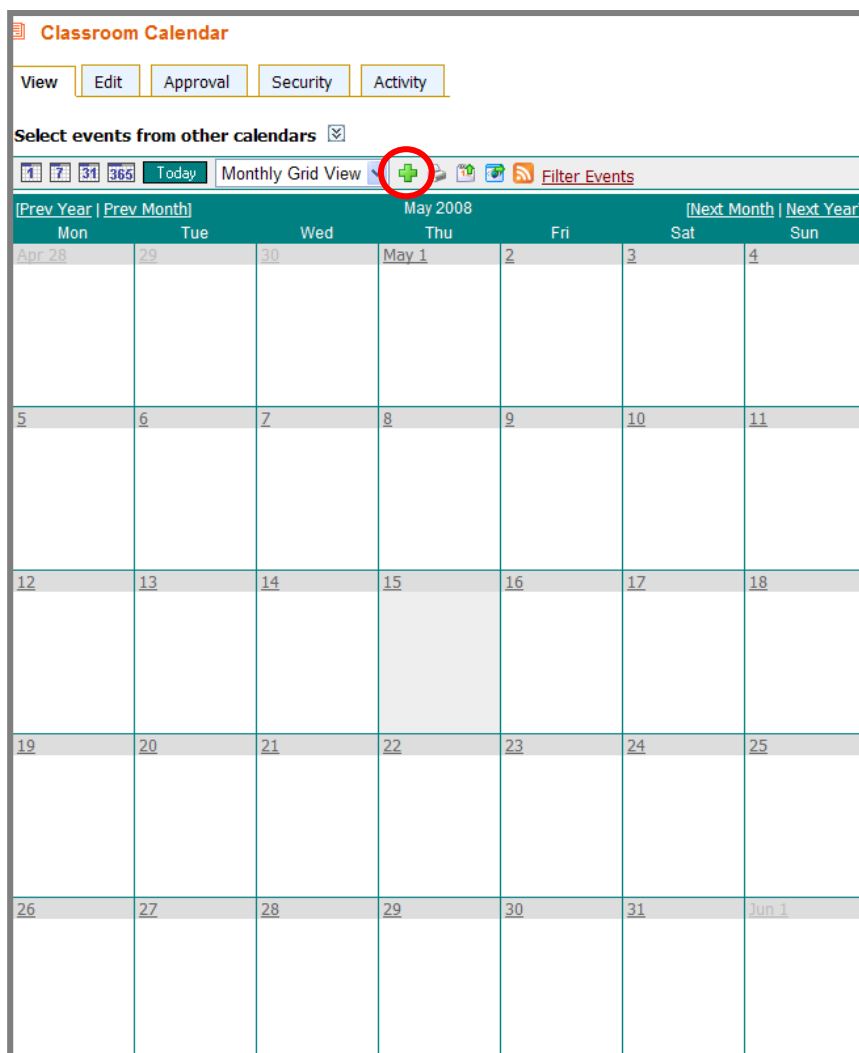


Figure 7: Creating a Published Event



Tip: You can also choose to publish existing events from your calendar to another by clicking on the event, and then by clicking on the **Edit** tab

- 2) Click on the [Select calendars](#) link in the **Published Calendars** field

Classroom Calendar

New Event

Subject Field Trip

Location 84 Acadia Dr.

Start Date 05/22/2008 09:20 AM

End Date 05/22/2008 10:20 AM

Category Trip

☐ Click Icon To Repeat

Color [Blue]

Icon [Select Icon...](#) [Remove icon](#)

Participants
Pick the participants for this event. To include non-members, enter their email addresses, separated by commas.
Members:

Non-members:

Description

Published Calendars [Select calendars](#)

[Create Event](#) [Cancel](#)

Figure 8: Publishing an Event to Another Calendar

- 1) Within the directory, locate the calendars you wish to have your event published to and click on the checkboxes beside them

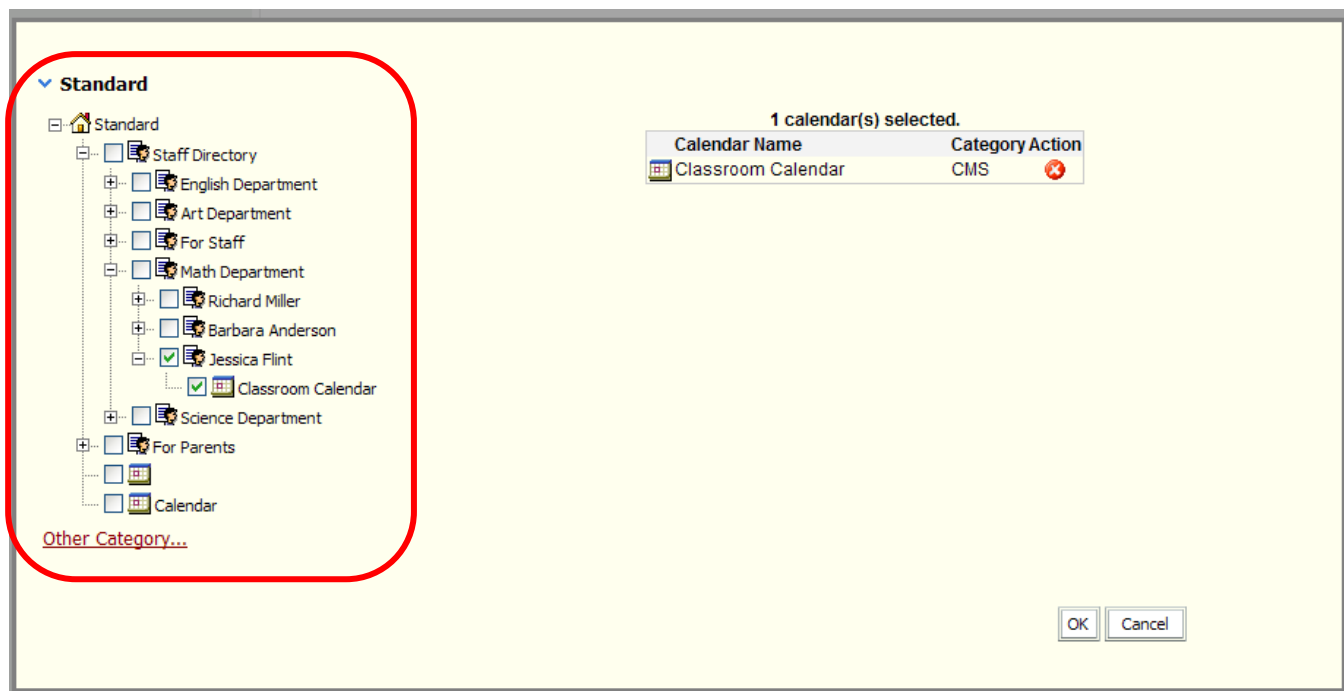


Figure 9: Selecting the Calendars to Publish To

When you have selected all of the calendars you wish to have your event published to, click **OK**.

- 2) Click **Create Event** to finish publishing your event.



Note: Unless you have security permissions to create or write events on the calendars you published to, the event will not be immediately published on those calendars. They require approval by someone who has Full Control permissions. See Section IV: Security and Activity for more information on security permissions.

2) Merging Calendars

To setup your Calendar so that all events created on it are also published on another calendar:

- 1) Click on the **Edit** tab of your calendar

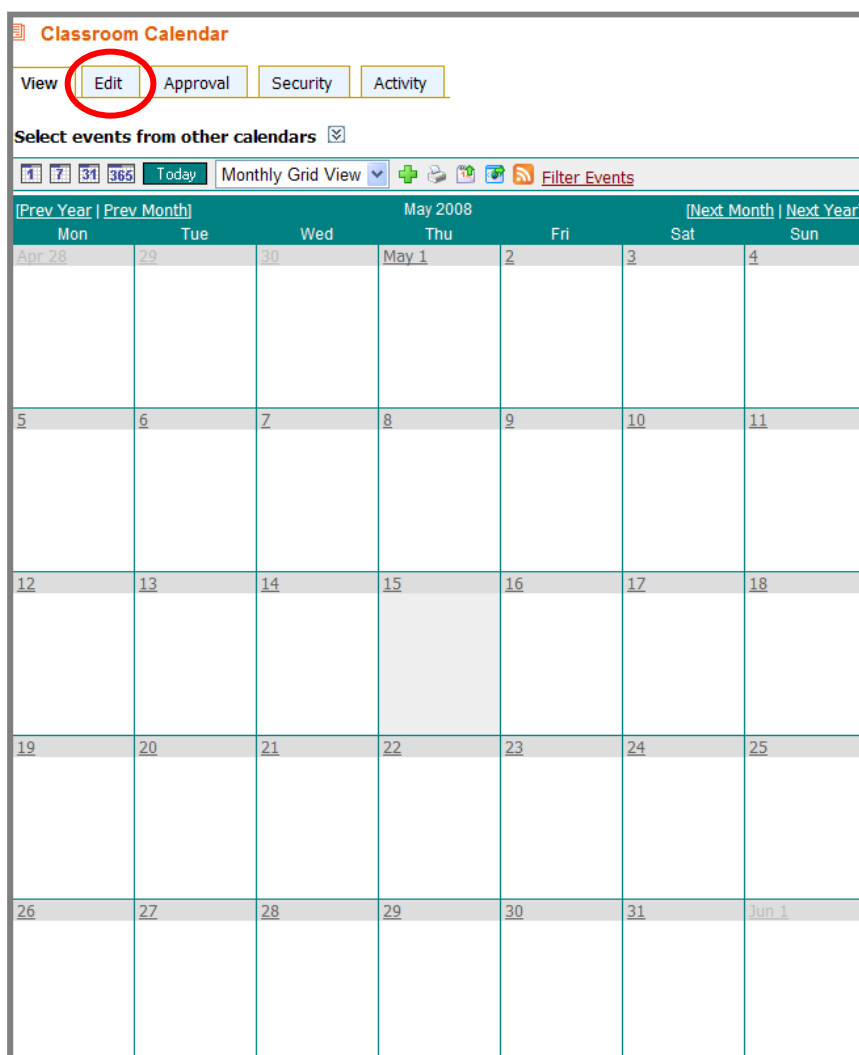


Figure 10: Editing the Calendar

- 1) Click on the [Select calendars](#) link in the **Merged Calendars** field

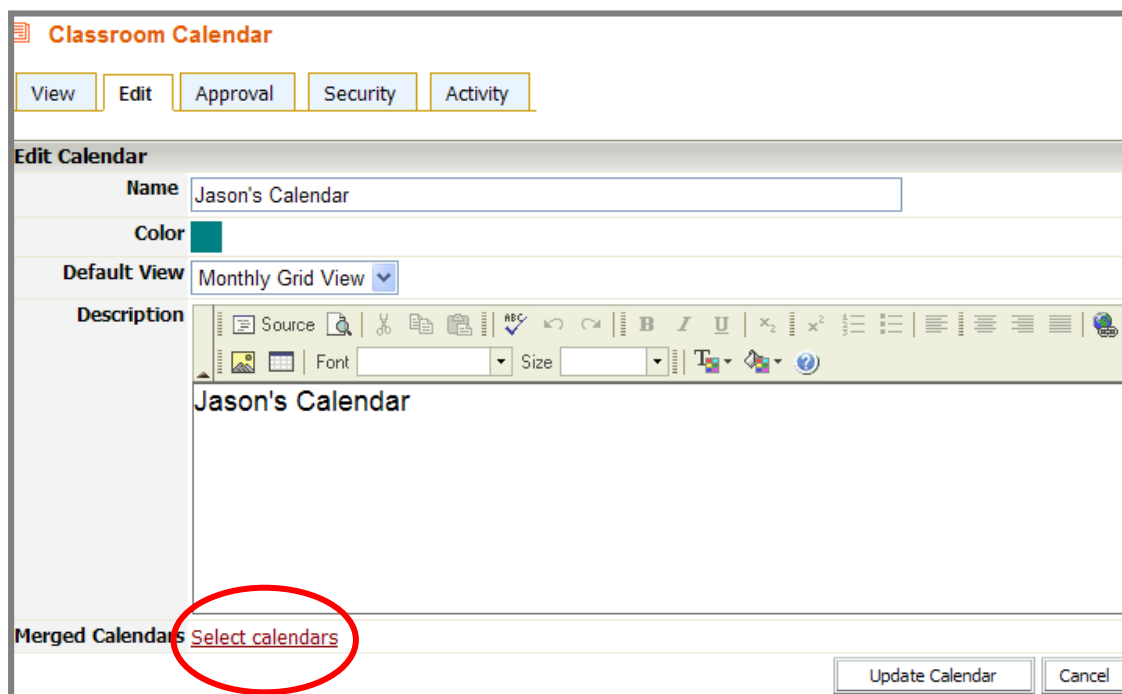


Figure 11: Merging Calendars

- 2) Within the directory, locate the calendars you wish to have events published to and click on the checkboxes beside them

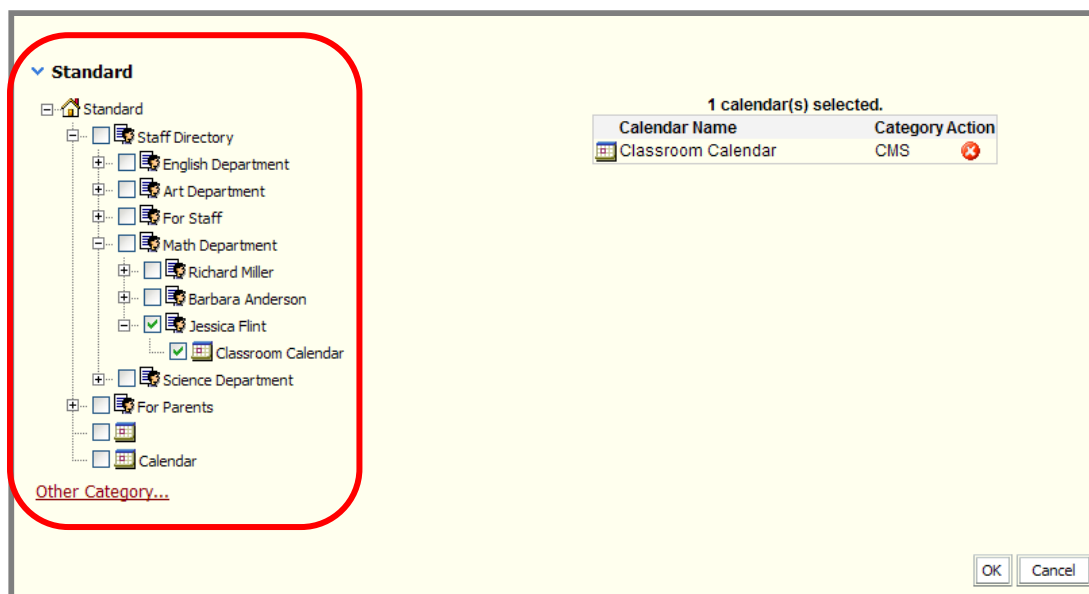



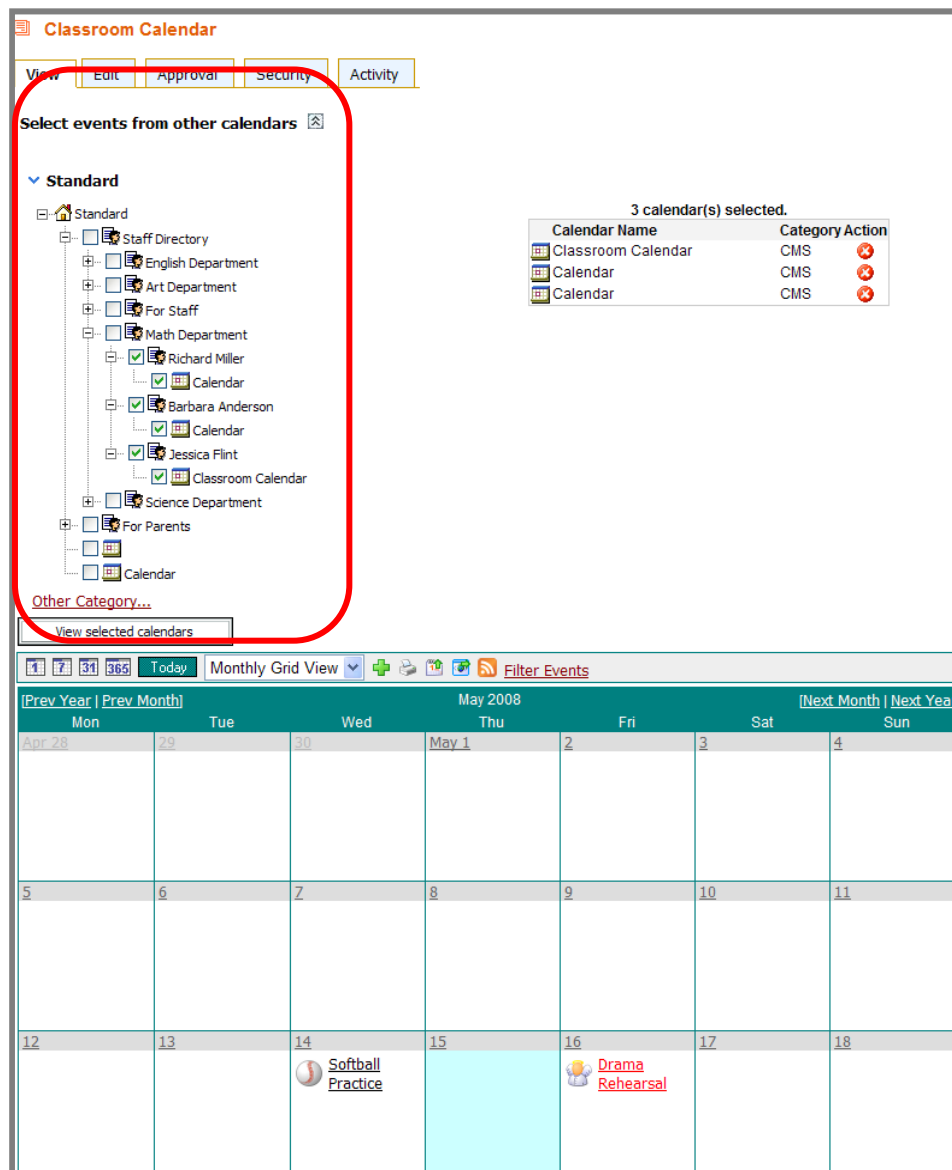
Figure 12: Approving Submitted Events

- 3) When you have selected all of the calendars you wish to be merged with yours, click **OK**.
- 4) Click **Update Calendar** to finish merging calendars

3) Viewing events from other calendars


To view events published on other calendars from within your own calendar:

- 1) Click on the **Select events from other calendars**  drop down link
- 2) Within the directory, locate the calendars whose events you wish to view and click on the checkboxes beside them



Classroom Calendar

View Edit Approval Security Activity

Select events from other calendars 




▼ Standard





- Standard
 - Staff Directory
 - English Department
 - Art Department
 - For Staff
 - Math Department
 - Richard Miller
 - ☒ Calendar
 - Barbara Anderson
 - ☒ Calendar
 - Jessica Flint
 - ☒ Classroom Calendar
 - Science Department
 - For Parents
 - ☐ Calendar

Other Category...

View selected calendars

3 calendar(s) selected.

Calendar Name	Category	Action
Classroom Calendar	CMS	
Calendar	CMS	
Calendar	CMS	

Today Monthly Grid View     Filter Events

[Prev Year | Prev Month] May 2008 [Next Month | Next Year]

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 28	29	30	May 1	2	3	4
5	6	7	8	9	10	11
12	13	14 Softball Practice	15	16 Drama Rehearsal	17	18

Figure 13: Selecting Calendars to View Events

- 3) When you have selected all of the applicable calendars, click **View Selected Calendars**.
This will populate your calendar with the selected calendars' events.

III. Filtering Events

You can choose to view only events belonging to specific categories on your calendar. The list of available categories is designated by your administrator; be sure to contact your system administrator if you wish to edit the list of event categories. To filter your calendar events by categories:

- 1) Click on the [Filter Events](#) link at the top of your calendar

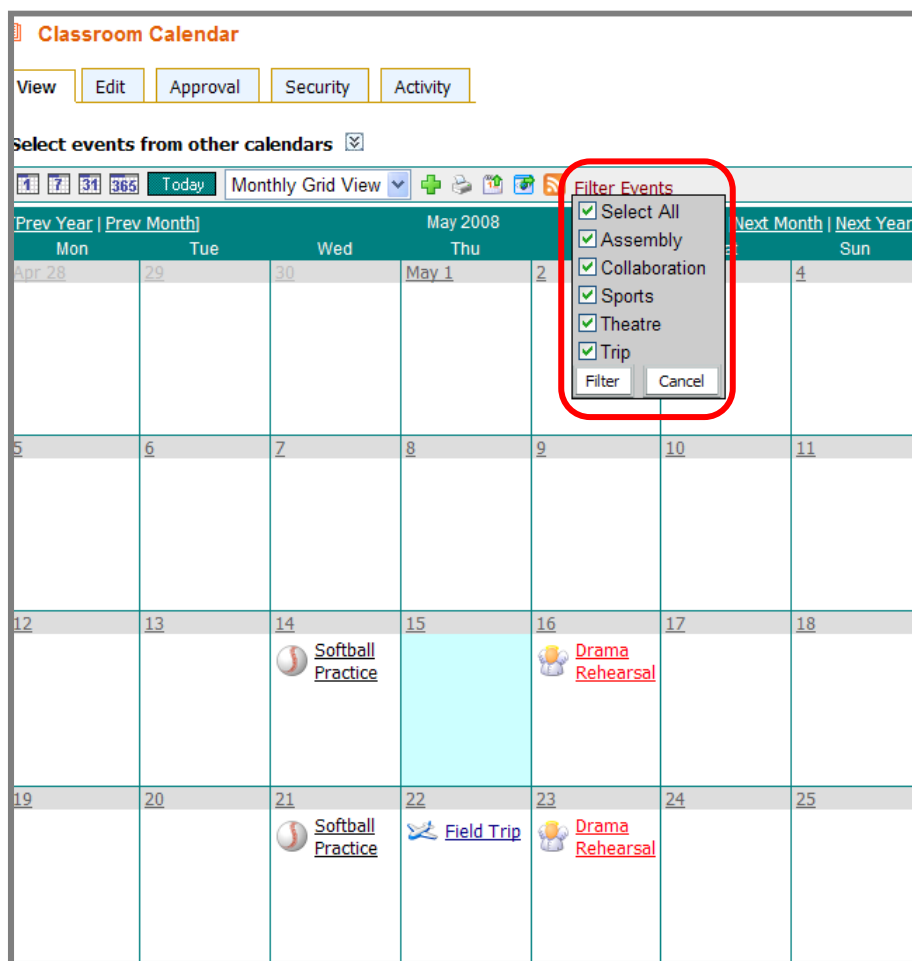


Figure 14: Filtering Events

- 1) Check the boxes beside all event categories you wish to view

- 2) Click **Filter** when you have selected your event categories. Your calendar will now show all events that belong to the selected event categories.



Note: Events are not filtered out as a default setting. If you navigate away from your calendar and the return, your events will return to the default status and be unfiltered.

2) Security and Activity

1) Changing Permissions

You can designate which users can see, create, edit or delete events within your calendar. To do so, click on the **Security** tab.

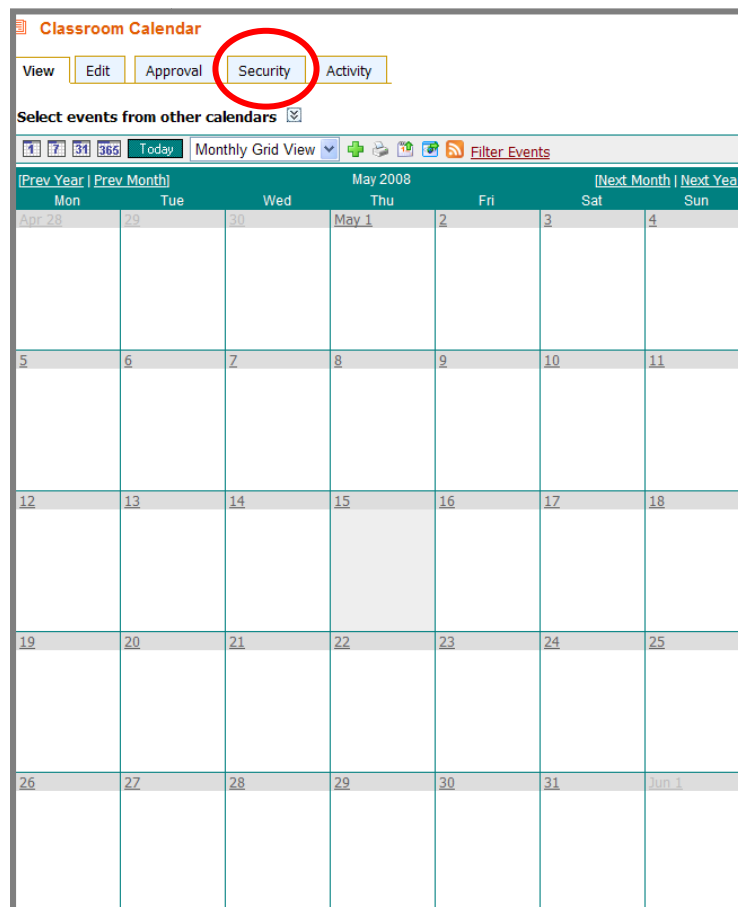


Figure 15: Security Permissions

i. Direct Permissions

Within Direct Permissions you can assign security permissions on your calendar to other users.

First, click **Add** to select the users to grant permissions to. A window will pop up

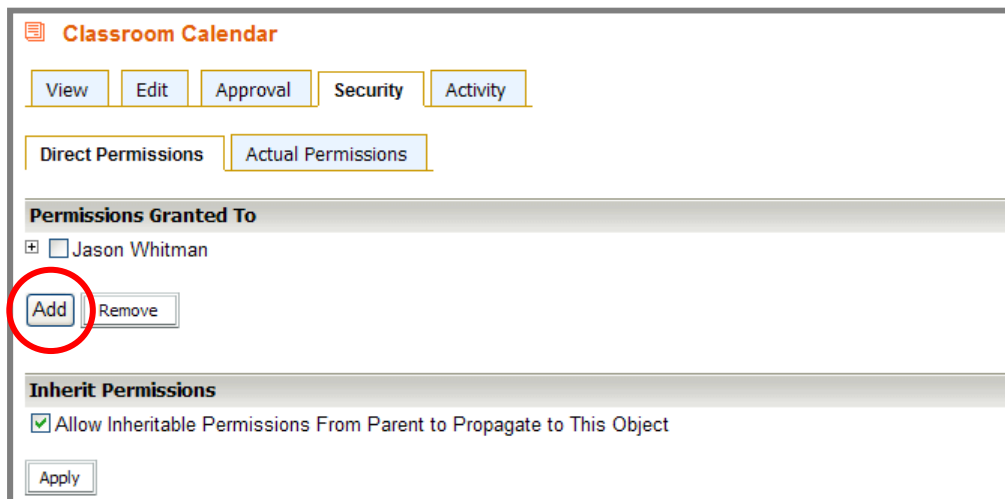


Figure 16: Adding Users to Grant Permissions To

- 1) From this window select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**. When you have selected your users, click **OK**

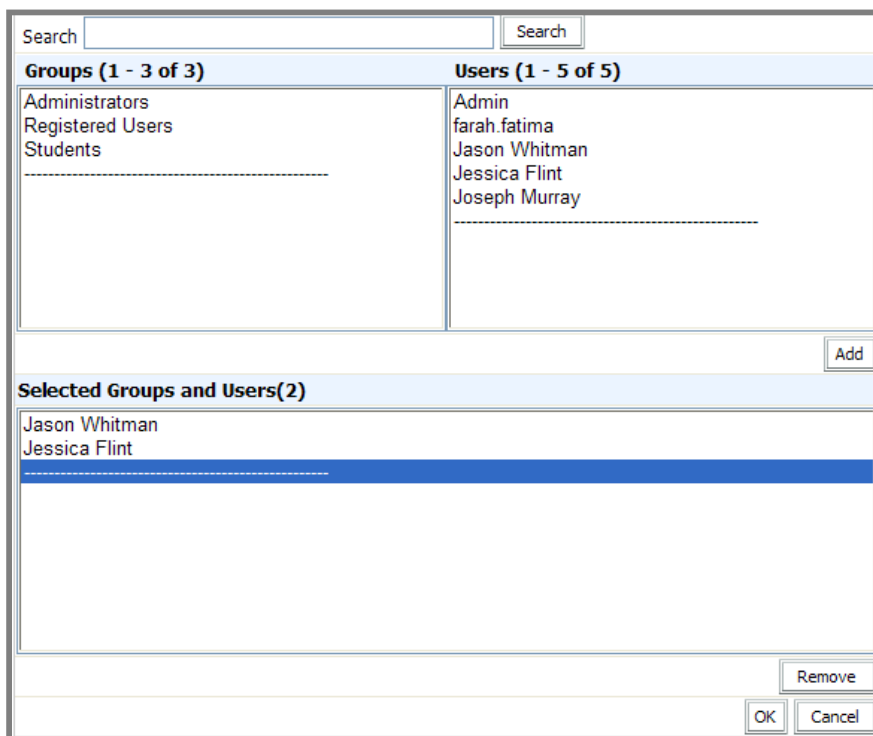



Figure 17: The User Picker

- 2) To individually assign permissions to each user, click on the  beside their name. From here you can assign specific permissions

Permission	What it Allows You to Do
Create	Can create events
Delete	Can delete events
Read	Can view the calendar
Write	Can make changes to events
Full Control	All of the above, as well as the ability to approve submitted events, and the ability to assign permissions to others

ii. **Actual Permissions**

Actual Permissions allows you to view what permissions specific users have on your calendar. Users higher up the security hierarchy may already have permissions to your calendar. Users with entire site permissions (or higher tiers of security hierarchy) may have permissions to your calendar if you have the **Allow Inheritable Permissions From Parent to Propagate to This Object** checkbox selected on the **Direct Permissions** screen.

2) Approval

Other teachers may wish to publish events to your calendar. Unless they have Create or Write permissions to your calendar, any events they publish to your calendar will require your approval before they are visible. To view the status of events published to your calendar:

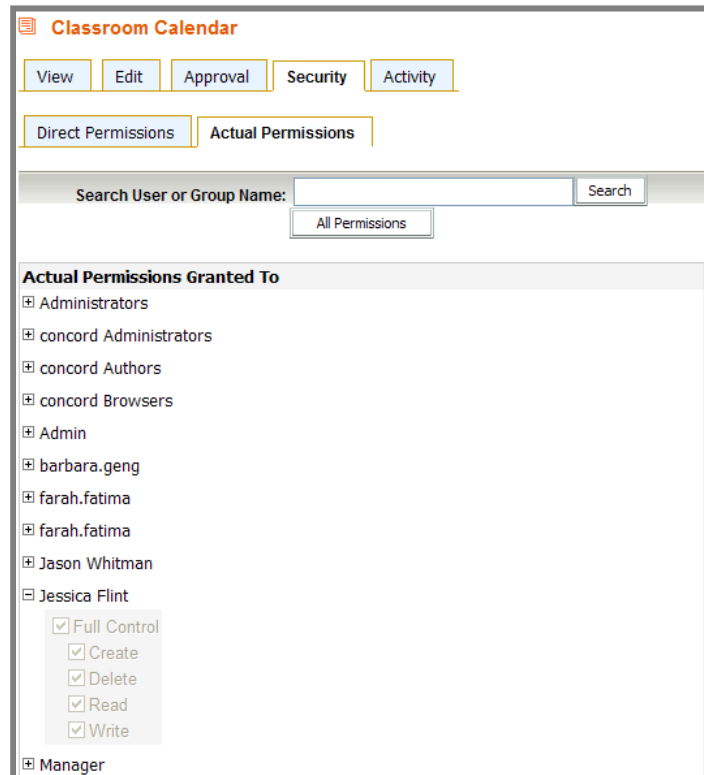


Figure 18: Actual Permissions

1) Click on the **Approval** tab

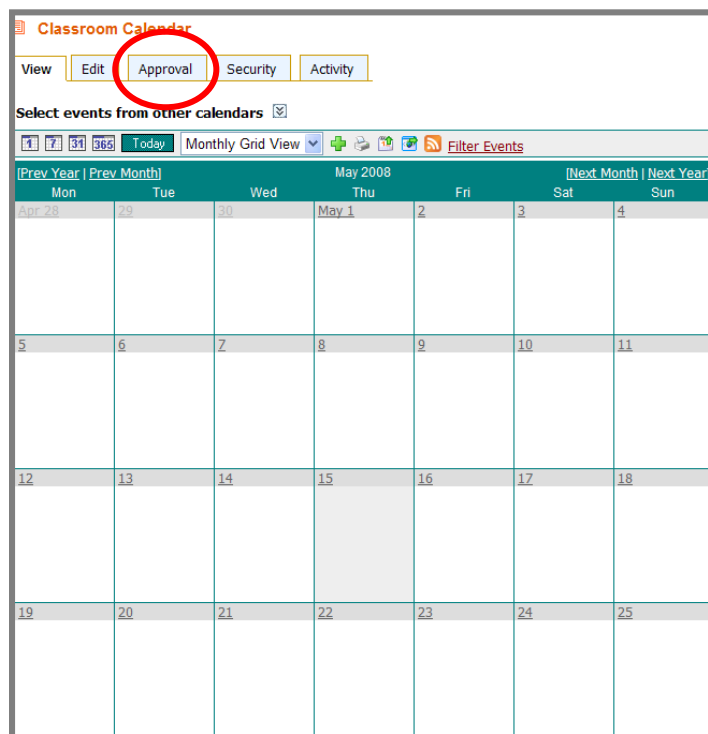
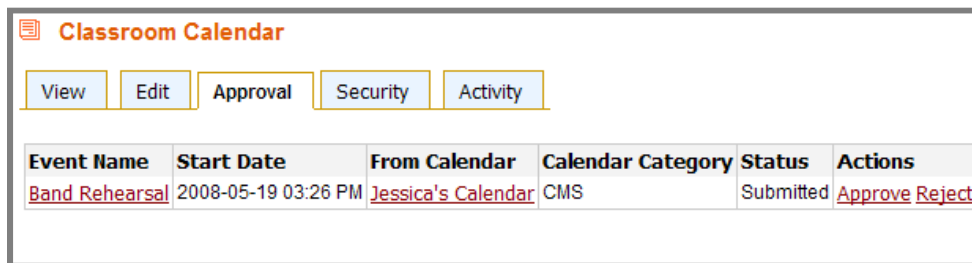


Figure 19: Approvals

- 2) Here you will see all the events that have been published on your calendar, as well as any pending requests. Click **Approve** to publish an event to your calendar, or click **Reject** if you do not wish to publish the event. You may change this status at any time.

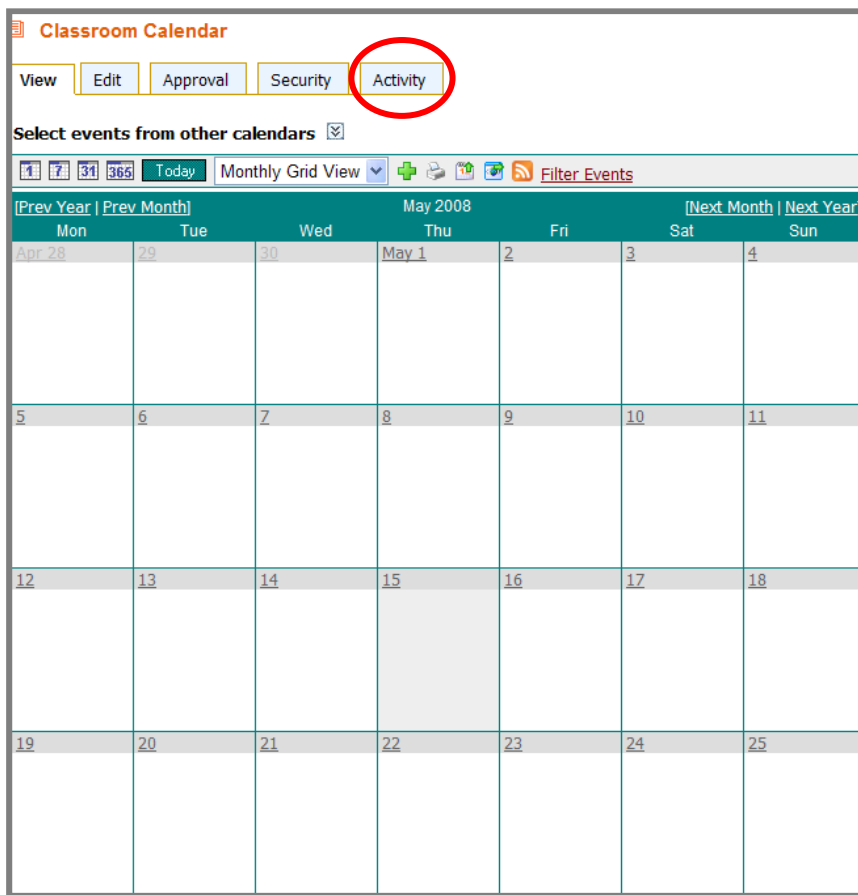


Event Name	Start Date	From Calendar	Calendar Category	Status	Actions
Band Rehearsal	2008-05-19 03:26 PM	Jessica's Calendar	CMS	Submitted	Approve Reject

Figure 20: Approving Submitted Events

3) Activity

You can track all changes made to your calendar or the events within. To do so, simply click on the **Activity** tab.



Classroom Calendar																																									
View	Edit	Approval	Security	Activity																																					
Select events from other calendars <input checked="" type="checkbox"/>																																									
<div> 1 7 31 365 Today Monthly Grid View + 📄 🔄 📡 Filter Events </div>																																									
<div> <div> <div>Prev Year</div> <div>Prev Month</div> </div> <div>May 2008</div> <div> <div>Next Month</div> <div>Next Year</div> </div> </div> <table border="1"> <thead> <tr> <th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr> </thead> <tbody> <tr> <td>Apr 28</td><td>29</td><td>30</td><td>May 1</td><td>2</td><td>3</td><td>4</td></tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> </tbody> </table>							Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 28	29	30	May 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Mon	Tue	Wed	Thu	Fri	Sat	Sun																																			
Apr 28	29	30	May 1	2	3	4																																			
5	6	7	8	9	10	11																																			
12	13	14	15	16	17	18																																			
19	20	21	22	23	24	25																																			

Figure 21: Activity

Here it will tell you what changes were made, when they were made and by whom. If you wish to receive e-mail alerts about changes made to your calendar, click on the [Subscribe](#) link.

Classroom Calendar

View Edit Approval Security **Activity**

Activities on this object

Action taken	Description	Occured At	User	Context
Item 'Softball Practice (4)' (ID=806655) was deleted		6/2/2008 9:52:40 AM	Admin	Jason's Calendar
Updated	A user updated the properties on this object	5/14/2008 11:57:37 AM	Admin	linked to portlet instance 50995
Updated	A user updated the properties on this object	5/14/2008 11:57:15 AM	Admin	linked to portlet instance 50995
Updated	A user updated the properties on this object	5/14/2008 11:56:46 AM	Admin	linked to portlet instance 50995
Updated	A user updated the properties on this object	5/14/2008 11:56:02 AM	Admin	linked to portlet instance 50995
Updated	A user updated the properties on this object	5/14/2008 11:54:48 AM	Admin	linked to portlet instance 50995
Updated	A user updated the properties on this object	5/14/2008 11:54:17 AM	Admin	linked to portlet instance 50995
Updated	A user updated the properties on this object	5/14/2008 10:41:28 AM	Jessica Flint	linked to portlet instance 50995
Item 'PTA Meeting' (ID=798587) was deleted		5/14/2008 8:36:12 AM	Admin	Jason's Calendar
Item 'Softball Practice (4)' (ID=800589) was deleted		5/14/2008 8:36:01 AM	Admin	Jason's Calendar
Item 'Softball Practice (1)' (ID=800587) was deleted		5/14/2008 8:34:31 AM	Admin	Jason's Calendar
Item 'Softball Practice (1)' (ID=800587) was deleted		5/14/2008 8:34:09 AM	Admin	Jason's Calendar
Item '11 (14)' (ID=805806) was deleted		5/14/2008 8:31:18 AM	Admin	Jason's Calendar
Item '11 (13)' (ID=805804) was deleted		5/14/2008 8:31:03 AM	Admin	Jason's Calendar
Item '11 (12)' (ID=805802) was deleted		5/14/2008 8:30:49 AM	Admin	Jason's Calendar
Item '11 (11)' (ID=805800) was deleted		5/14/2008 8:30:36 AM	Admin	Jason's Calendar
Item '11 (10)' (ID=805798) was deleted		5/14/2008 8:30:19 AM	Admin	Jason's Calendar
Item '11 (9)' (ID=805796) was deleted		5/14/2008 8:30:07 AM	Admin	Jason's Calendar
Item 'Te4st4' (ID=805823) was deleted		5/14/2008 8:29:51 AM	Admin	Jason's Calendar
Item 'Test (2)' (ID=805608) was deleted		5/14/2008 8:29:13 AM	Admin	Jason's Calendar

1 2 3

Available Alerts

Content Item

This alert will provide you with an update on changes to this file and its children.

[Subscribe](#)

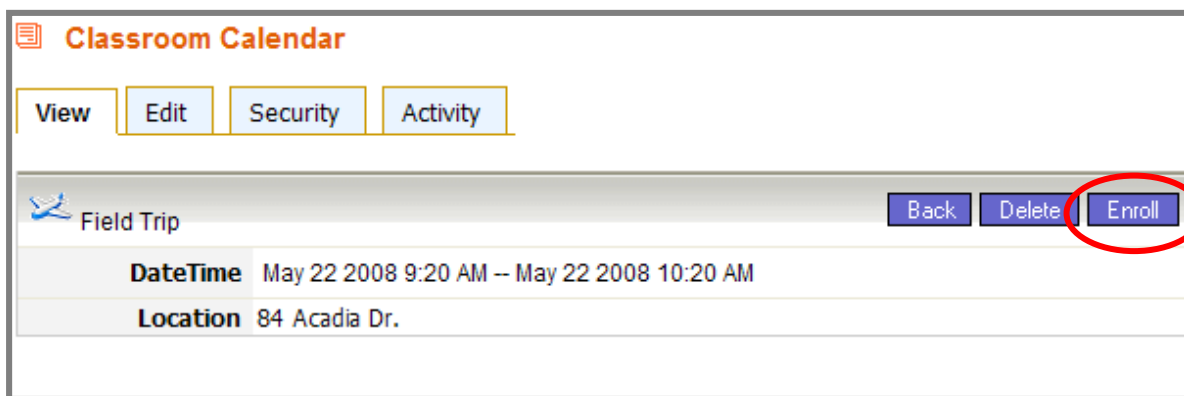
Figure 22: Subscribing to Activity Updates

3) Enrolling in Events

You can enroll yourself in published events to let others know that you will be attending as well as having that event published to your personal calendar on your workspace (Workspaces are part of the Advanced SharpSchool package). You will receive e-mail notifications for events that you have enrolled in. To enroll in an event:

- 1) Click on the event you wish to enroll yourself in

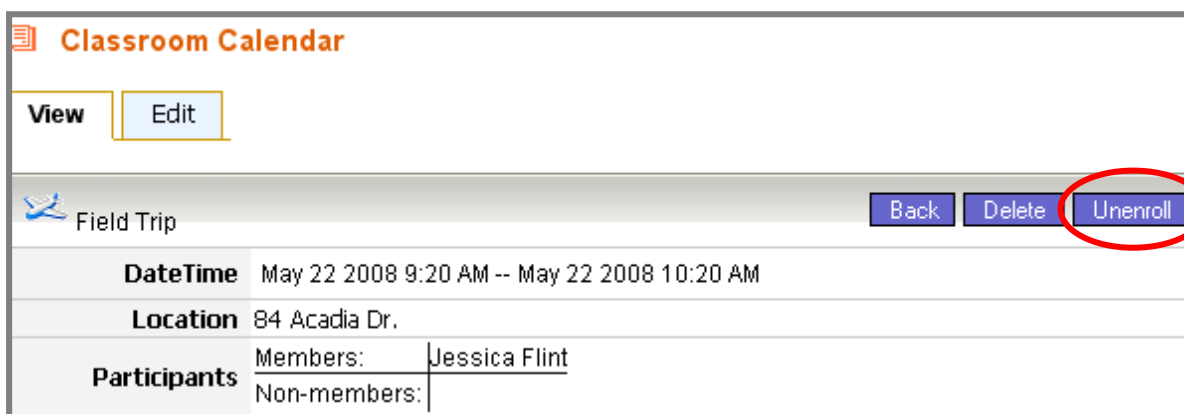
2) Click on the **Enroll** button



The screenshot shows the 'Classroom Calendar' interface. At the top, there are four buttons: 'View', 'Edit', 'Security', and 'Activity'. Below these is a header bar for a 'Field Trip' event, with 'Back', 'Delete', and 'Enroll' buttons. The 'Enroll' button is circled in red. Below the header bar, the event details are displayed: 'DateTime' is 'May 22 2008 9:20 AM -- May 22 2008 10:20 AM' and 'Location' is '84 Acadia Dr.'.

Figure 23: Enrolling in an Event


3) If you are already enrolled in an event, you can un-enroll yourself by clicking on the **Unenroll** button.



The screenshot shows the 'Classroom Calendar' interface. At the top, there are two buttons: 'View' and 'Edit'. Below these is a header bar for a 'Field Trip' event, with 'Back', 'Delete', and 'Unenroll' buttons. The 'Unenroll' button is circled in red. Below the header bar, the event details are displayed: 'DateTime' is 'May 22 2008 9:20 AM -- May 22 2008 10:20 AM' and 'Location' is '84 Acadia Dr.'. Below the event details, there is a 'Participants' section with two rows: 'Members:' and 'Non-members:'. The 'Members:' row has a text input field containing 'Jessica Flint'.

Figure 24: Unenrolling from an Event



Tip: You can enroll participants to events you publish by clicking the  button on the **Create Event** or **Edit Event** screens. This notifies the individual about the event by e-mail and publishes the event on the personal calendar within their workspace (Workspaces are part of the Advanced SharpSchool package).